



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ELECTRONIC SECURITY AND SYSTEMS TECHNICIAN
SENIOR ELECTRONIC SECURITY AND SYSTEMS TECHNICIAN

Class No. 006161
Class No. 006163

■ CLASSIFICATION PURPOSE

To install, repair and maintain a wide variety of electronic security and related electronic systems; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a technical class. Incumbents are responsible for the installation, repair, and operation of electronic security and related electronic systems including security, fire, access control, CCTV, duress and fire suppression systems that may be hardwire, wireless or computerized.

Electronic Security and Systems Technician:

This is the journey-level class series. Incumbents are responsible for the installation, repair, and operation of electronic security and related electronic systems. This class differs from the next higher class, Senior Electronic Security and Systems Technician, in that the latter is responsible for the most complex and sophisticated electronic security system requirements.

Senior Electronic Security and Systems Technician:

This is the lead-level class in this series. Under general direction, incumbents are responsible for the most difficult work of designing, testing, inspecting, installing, repairing, maintaining, and updating highly complex and technologically sophisticated electronic security systems and related electronic systems. This class provides technical guidance and training, and leads the work of Electronic Security and Systems Technician.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Installs, maintains, monitors, repairs, inspects and designs electronic security systems and related electronic systems including access control, CCTV, fire sprinklers, fire detection, fire barriers and fire curtains.
2. Provides 24-hour a day emergency response.
3. Estimates costs and provides cost estimates to requesting departments.
4. Adds to existing electronic systems as required due to expansions or change in code.
5. Inspects and provides records of electronic systems to the authority having jurisdiction.
6. Determines code requirements for various electronic systems.
7. Provides support to departments and outside agencies with criminal investigations by providing audio and video surveillance.
8. Investigates theft and vandalism with the use of covert surveillance equipment throughout the country.
9. Builds and maintains surveillance equipment.
10. Accesses, updates and programs computers.
11. Provides training to security system users.

12. Maintains simple work schedules, files, logs and other related records.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Electronic Security and Systems Technician:

Essential Functions:

All the functions listed above and

1. Provides technical guidance and assistance to Electronic Security and Systems Technicians.
2. Administers Countywide access control systems, including: issuing of cards, providing reports and maintaining the database.
3. Maintains alarm site and callback information.
4. Performs electronic audits on facilities.
5. Develops and implements recommendations.
6. Updates computers and provides operator training.
7. Maintains the history on the design and repair of systems, work schedules, files, logs and related work.
8. Processes work order requests for security alarm systems (e.g. evaluating project costs, determining funding requirements, designing and planning security and alarm systems).
9. Designs the more complex electronic security and related electronic systems.
10. Provides inspection of contracted services.
11. Researches the electronic security systems technical field, and keep abreast of technological developments, which may have Countywide applications.
12. Researches and prioritizes security needs.
13. Develops effective and efficient electronic security system applications.
14. Provides technical assistance to other department units, agencies and outside vendors.
15. Interconnects various electronic systems into building systems, such as elevators, fan shutdown, door release and HVAC controls.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- County customer service objectives and strategies.
- Principles, techniques, programming, test equipment and tools used in the design, installation, maintenance and repair of hardware, electronic, wireless or computerized, fire, security, access control, duress, CCTV, and fire suppression.
- Operation of ohmmeters and oscilloscopic voltmeters, multi-meters, programming devices and all other related fire security test equipment.
- NSPA, NFC, and UBC codes relating to fire and electronic security systems.
- Basic computer skills, including up/downloading to control panels.
- Programming of addressable fire and electronic security systems.
- Basic electronic laws, formula, color codes and electronic symbols and nomenclature.

Skills and Abilities to:

- Install, repair, design, and test hardwired, wireless, electronic, security, computerized fire, accesses control, duress, CCTV and fire suppressions systems.
- Read and translate schematics and wiring diagrams.
- Use proper test equipment and hand tools related to various fire and electronic security systems.
- Communicate orally and in writing with department heads, supervisors, vendors and peers.
- Climb ladders and work in high and low locations to reach remote areas

- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Electronic Security and Systems Technician (in addition to the above):

- Design, install, test, maintain, and repair complex and sophisticated electronic security alarms systems with 24-110 volt circuits.
- Provide consulting services to County departments, vendors and other businesses.
- Research and prioritize security needs.
- Train, evaluate, and direct the work of subordinates.
- Prepare schematics and wiring diagrams.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Electronic Security and Systems Technician:

Three (3) years of extensive experience testing, inspecting, installing, repairing and programming of diversified alarm, electronic security and systems. Experience must have included current state-of-the art technology and equipment. Possession of the NICET certificate is highly desirable.

Senior Electronic and Systems Technician:

Five (5) years or more of extensive experience in the installation, maintenance, repair and testing of low and high voltage alarm, electronic security and systems. Possession of the NICET is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Incumbents must be able to lift large and heavy objects, weighing up to 50 pounds. Good vision and color perception. Must be able to climb and crawl to reach remote areas.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Subject to weekend work, standby and emergency call back.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

New: March 26, 1999
Reviewed: Spring 2004
Revised: March 31, 2006

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Union Code: CR
Union Code: CR

Variable Entry: Y
Variable Entry: Y